

## **Benton County**

### **DIRECT DEPOSIT**

**Please read before completing the form on the reverse side**

We are pleased to offer you a new payday convenience...**Direct Deposit!** Now, you can have your paycheck automatically deposited in your checking or savings account on payday. And, you don't have to change your present banking relationship to take advantage of this service!

Direct Deposit will help you in many ways.....

- Save trips to your financial institution
- Save time depositing your checks - no waiting in long lines on payday
- Eliminate the possibility of lost, stolen or forged checks
- Deposit your money faster - reducing the possibility of overdrafts
- Deposit your money, even if you're on vacation, sick or away on business

Here's how it works.....

On payday you will receive an earning statement which shows gross pay, taxes, other deductions and net pay. Your money will be deposited in your account. The amount of the deposit will appear on your bank statement.

We believe you'll like the added convenience of having your net pay automatically deposited for you. Direct Deposit is safe, convenient and easy. To take advantage of this service, please complete the attached authorization form and return it to Human Resources.

The authorization form on the reverse side, gives Benton County and your financial institution the authority to deposit your pay to your account. Simply complete the form to take advantage of Direct Deposit.

#### **More Information:**

- ❖ Some banks do not allow a person to use another person's bank account for depositing their checks. It is the responsibility of the employee to check with the bank to ensure that it will allow this type of wire transfer.
- ❖ It is the responsibility of the employee to ensure that the Human Resources department is promptly notified of any changes. Failure to keep the Human Resources department up-to-date can result in pay checks not being deposited and causing a delay in receiving your pay.
- ❖ All changes in bank accounts, address, phone number, etc... must be given to the Human Resources Department by Wednesday preceding the end of a pay period.

**Check One:**

☐

**New Sign-up**

☐

**Account Change**

☐

**Cancellation**

**Attach a voided check and/or copy of savings card here.**

**AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYROLL DEPOSITS**

I hereby authorize Benton County hereinafter called **COMPANY**, to deposit to my account indicated below the net amount I am due for any pay period with the same effect if a check had been delivered to me for such amount. I also authorize the Financial Institution indicated below, hereinafter called **FINANCIAL INSTITUTION**, to credit the same to such account. Should an over deposit be made, the **FINANCIAL INSTITUTION** is authorized to debit such account and return to **COMPANY** the amount of any such overage.

**Please Print:**

Financial Institution: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

**Check One:** *(Enter a dollar amount only if you are splitting your pay between two separate accounts. If all your pay is going into one account leave the "\$" space blank)*

☐

**Checking** \$ \_\_\_\_\_

☐

**Savings** \$ \_\_\_\_\_

This authority is to remain in full effect until **COMPANY** has received written notification from me of its termination in such time and manner as to afford **COMPANY** and **FINANCIAL INSTITUTION** a reasonable opportunity to act on it. Termination of employment also voids this agreement. Your final paycheck will **not** be direct deposited.

Name (print) \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

**DO NOT PRINT BELOW THIS LINE**

**Dept/Pos** \_\_\_\_\_

**Employee Number** \_\_\_\_\_

**Pre-note Date** \_\_\_\_\_ ; \_\_\_\_\_